



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: October 27, 2016

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement October 31, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Tuesday, November 15, 2016**. Applicants will not be accepted after that time and date.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Jennifer Sunderland or Denise Hamilton at 217/782-5594.

TM III

Personnel Coordinator
Region 3/District 5/Administrative Services
Highways Project Implementation
Paris

Attachments
41297

Technical Applications (PM 1080 rev 9/19/16) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by **Tuesday, November 15, 2016, 4:30 p.m.** Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification: Technical Manager III

Salary Range: \$4,670 - \$8,295

Position Title: Personnel Coordinator

Union Position: ☒ Yes ☐ No

Position Number: PW413-23-55-104-10-02

IPR#: 41297

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation/Region 3/District 5/Bureau of Administrative Services/13473 IL Hwy 133 W., Paris, IL

Description Of Duties:

This position is accountable for all personnel functions with regard to preparation of payroll; administration of benefit programs; coordination of personnel transactions and maintenance of master attendance records; employee headcount records; employee evaluation program training programs, retirement claims and benefits; coordination of Summer/Fall Technical, Junior Laborer, the Co-Op and Winter Programs.

Special Qualifications:

Required:

- Occasional districtwide and statewide travel
- Valid driver's license

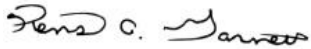
Desired:

- Knowledge, skill and mental development equivalent to completion of four years of college preferably with major courses in business, economics, environment, statistics, sociology, public finance or public administration
- Four years' experience in public or business administration, research, statistics, public finance or accounting activities or equivalent combination of experience and training
- Ability to plan, organize and executive administrative or technical program requirements
- Working knowledge of governmental operations, public finance and taxation as related to highway activity
- Ability to plan and direct efforts of employees for efficient accomplishment of program objectives
- Ability to maintain harmonious relationship with employees, agency officials and the general public
- Strong oral and written communication skills

Shift/Remarks:

8:00 am - 4:30 pm – Monday - Friday

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	August 16, 2015	POSITION:	Personnel Coordinator
APPROVED BY:		OFFICE/DIVISION:	Highways/Region 3 District 5 Administrative Services
CODE:	PW414-23-55-104-10-02	REPORTS TO:	Personnel Services Manager

Position Purpose

This position is accountable for all personnel function with regard to preparation of payroll; administration of benefit programs; coordination of personnel transactions and maintenance of master attendance records; employee headcount records; employee evaluation program training programs, retirement claims and benefits; coordination of Summer/Fall Technical, Junior Laborer, the Co-Op and Winter Programs.

Dimensions

Subordinates:	3 FT
District Personnel:	296 FT, 100-200 Seasonal/Part-Time/Co-op
Geographical Area:	7 Counties
Employee Transactions:	Approximately 960 per year
Labor Agreements:	4
Training Classes Conducted:	50-75 Annually
Payroll Salary Responsibility:	\$19.6 M

Nature and Scope

This position reports to the Personnel Services Manager as does the Safety/Claims Manager. Reporting to this position are the Office Coordinator and Human Resources Associate, and occasionally temporary or seasonal technical employees.

The incumbent is responsible for all personnel transactions including hiring and termination, supervises the preparation of all Personnel Action Forms, accountable for establishing and maintaining all employee personnel files, and maintaining of all attendance and earned leave records. He/she provides guidance to agency managers and employees on personnel matters, coordinates all District level personnel programs, manages all Department and State benefit programs, serves as District Employee Assistance (EAP) Referral Coordinator, and provides other related personnel assistance.

The major challenge facing the incumbent is to accomplish all duties within pre-determined time schedules and to properly interpret the policies that govern district actions regarding employment and support services to all employees. As part of this challenge, the incumbent must provide a vital link in communication between employees and management in disseminating information on changes in policies related to rules, benefits and salary plans. Problems are encountered due to the large geographical area served by the District and the numerous employees who need to be advised.

The incumbent coordinates the hiring for the two Summer Employee/Student Programs, Winter Snow Removal Program, Co-Op Program, initiates pre-employment/post offer medical testing, personally administers pay plans, maintains headcount status reports, advises employees on benefit programs, pay plans, and Department policies, personally manages Department and State benefit programs, Veterans Administration on-the-job training program (VA-OJT), and serves as District Employee Assistance Program (EAP) Referral Coordinator, State Retirement System Coordinator, District Group Insurance Representative, and Family Medical Leave Act (FMLA) Coordinator.

The incumbent accomplishes his/her accountabilities through an Office Coordinator and Human Resource Associate, who are responsible for processing all payroll and employee transactions, and maintaining all personnel files. On occasion he/she directs the work of temporary and seasonal help on a project basis.

The incumbent has the responsibility for resolving problems of a routine nature such as underpayment of health insurance claims, payroll discrepancies, attendance and earned leave errors, and retirement claim problems. Personnel actions that deviate from policy are defined as being beyond the jurisdiction of the positions' authority. In those cases, such problems are referred to the Personnel Services Manager. He/she can recommend seasonal applicants for hiring. He/she may also make purchases of minor supplies. The position operates within the policy and the rules and regulations of the Department and is governed by the Equal Employment Opportunity/Affirmative Action regulations.

The incumbent has internal contacts with all district employees, supervisors and agency managers on a daily basis for purpose of providing information and services related to personnel matters. The incumbent has contacts with the Bureau of Personnel Management as well as the Payroll and/or Insurance Sections in the Central Office on a daily basis for the purpose of interpretation or guidance on personnel matters. External contacts include the Department of Central Management Services for interpretation of Department Policy and inquiries concerning insurance enrollments or employee claims, the State Employees' Retirement System and the State's Group Health Insurance carrier related to employee health insurance claims. In addition, other contacts are made with various local hospitals and physicians periodically concerning insurance claims, pre-employment physicals, or medical information regarding employee medical leaves of absence, frequent daily contacts with the general public, local businessmen, and local schools concerning job openings, Cooperative Education Work programs, and applicants for employment. The incumbent may be required to travel on an occasional basis for attendance at Industrial Commission hearings, Civil Service hearings, and meetings to advise employees and/or deceased employees' survivors of Department benefit programs, and at Central Bureau training programs.

The incumbent can be evaluated on the basis of his/her ability to provide the services and direction to both management and employees, and the ability to motivate subordinate personnel and work associates.

Principal Accountabilities

1. Processes all personnel transactions in an accurate and timely manner
2. Establishes and maintains all employee personnel files and records.
3. Supervises and monitors timely submittal of all district payrolls.
4. Properly advises agency managers and employees regarding benefits and interpretation of policies and procedures.
5. Serves as district EAP Referral Coordinator and prepares documentation.
6. Serves as district Retirement Coordinator and assists employees with retirement process.
7. Serves as district Group Insurance Representative ensuring all insurance transactions are submitted to Central Bureau Insurance Section in a timely manner.
8. Serves as district FMLA Coordinator, prepares documentation and monitors district employee FMLA cases.
9. Ensures compliance with all departmental safety rules, practices and policies.
10. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
11. Performs other duties as assigned.